

§ 2-3071

*Savannah City Code*

§ 2-3073

## ARTICLE D

### Records Management\*

#### Sec. 2-3071. Short title.

This article shall be known and may be cited as the "City Records Management Ordinance." (Ord. of 12-19-83, § 1)

#### Sec. 2-3072. Purpose.

The purpose of this article shall be to establish and implement a records management system for the effective and efficient maintenance, retention, preservation and disposal of records generated by the City of Savannah in the performance and administration of its official duties, as required by Ga. Code Ann. 40-811c [50-18-99]. (Ord. of 12-19-83, § 2)

#### Sec. 2-3073. Definitions.

For the purposes of this article, the following definitions apply:

- (a) *Records* means all papers, volumes, microforms, magnetic tapes and other materials, regardless of physical format or characteristics, made or received pursuant to law or in the performance of City duties and functions, paid for in whole or in part with City funds, and deemed to be public property as the official documentation of public acts.
- (b) *Record series* means a group of records which relate to the same or a similar function or activity, or which exhibit the same physical format or characteristics, and which usually are maintained together in a unified and consistent arrangement.
- (c) *Retention schedule* means a set of disposition instructions prescribing where, how long, and in what form a specifically defined record series shall be kept. The definition of a record series shall include a succinct and descriptive title, a statement of the time period covered by the records, a

\*Editor's note—Inclusion of §§ 1–6 of an ordinance adopted Dec. 19, 1983, as pt. 2, ch. 3, art. D, §§ 2-3071–2-3076, was at the discretion of the editor, the ordinance being nonamendatory of the Code.

statement of the specific operations and functions these records support, a listing of the contents of a typical member of this record series, and an explanation of the arrangement of the record series.

- (d) *Agency* means all City bureaus, departments, offices, boards, commissions, authorities, elected officials and other separate units of City government which generate and maintain records in the performance and administration of their prescribed duties and functions.
- (e) *Records center* means a facility maintained for the storage, servicing, referencing and security of records which must be retained for varying periods of time, but not permanently, and which are no longer needed for frequent use in daily operations in the offices in which they originated.
- (f) *Archival depository* means a facility maintained for the permanent retention and preservation of records that have been determined to have sufficient historical and other values to warrant their permanent retention under optimum physical climate control and maximum access security. (Ord. of 12-19-83, § 3)

#### Sec. 2-3074. City Records Committee.

The City Records Committee is hereby created, which shall consist of the City Manager, the City Attorney, the Finance Director, and the Management and Auditing Director, or their designated representatives. The City Manager, or his designated representative, shall serve as chairperson of the Committee and shall schedule meetings of the Committee as required. All actions taken by the Committee shall require the assent of at least three (3) members. The City Records Committee shall:

- (a) Review, approve, disapprove, amend or modify records retention schedules, as submitted by bureau, department and other agency heads, based on evaluation of the administrative, legal, fiscal and historical values of the records. Such retention schedules, once approved, shall be authoritative, directive and have the force and effect of law. Records shall be retained and disposed of in compliance with

statewide common schedules which have been established and published by the Records Management Division of the Georgia Department of Archives and History. Retention schedules for record series for which statewide common standards do not exist shall be submitted for review and approval to the State Records Committee, in order to assure compliance with relevant state law. Retention schedules may include provision for the retention of records in any of several physical formats, including hard copy, microformats and magnetic tapes, and may include the transfer of records from one physical format to another for retention purposes.

- (b) Designate the location of and provide for the operation of the City Records Center. This facility shall be kept secure at all times, and only those persons authorized by the Records Management Officer shall be allowed entry and use of the records it houses.
- (c) Establish and operate internally, or designate externally, at its discretion, as archival depository for the permanent preservation of such City records as may have administrative, legal, fiscal or historical values which require their permanent retention in a physical facility so constructed and operated as to secure optimum physical climate control and maximum access security. If designated externally, such a facility must be an official unit of the Georgia Department of Archives and History or must meet criteria approved and used by the State Archives for archival facilities. (Ord. of 12-19-83, § 4)

**Sec. 2-3075. Duties of agency heads.**

The head of each City bureau, department, office or other agency shall:

- (a) Submit to the City Records Committee a recommended retention schedule for each record series generated and maintained in his agency in order to adequately and properly document the organization, functions, policies, decisions, procedures and transactions of his agency. No records will be scheduled for permanent retention in a bureau,

department, office or other agency. No records will be scheduled for retention any longer than is absolutely necessary in the performance of prescribed duties and functions.

- (b) Establish necessary safeguards against the removal or loss of records from his agency. These safeguards include notification to all officials and employees of the agency that no records are to be removed or destroyed except in accordance with approved retention schedules and that no records are to be placed in the custody of private individuals or institutions unless authorized by retention schedules.
- (c) Implement records management procedures approved by the City Records Committee, administered by the Records Management Officer, and monitored by the Management and Auditing Department. (Ord. of 12-19-83, § 5)

**Sec. 2-3076. Records Management Officer.**

The Research Librarian of the Office of the City Manager shall be designated as the Records Management Officer, with responsibility over all City records except those entrusted by law to the Clerk of Council. The Clerk of Council shall maintain the records in his keeping in accordance with the general intent of this article, including the preparation of retention schedules for those record series. The Records Management Officer shall:

- (a) Coordinate and administer the records management system.
- (b) Maintain and dispose of records in accordance with the provisions of the approved retention schedules.
- (c) Assist persons in using records stored in the City Records Center, making available all records except those classified by law and City policy as confidential. (Ord. of 12-19-83, § 6)